

## GENERAL BIOLOGY II (BIOLOGY 102) 004A: COURSE SYLLABUS

Instructor: Dr. Tupper  
Office: [Bisdorf Room 352](#)  
Phone & email: 703-845-6508; ttupper@nvcc.edu  
Website: <http://blogs.nvcc.edu/ttupper/>  
Facebook: <https://www.facebook.com/nvcczoology/>  
See website and blackboard for office hours. It's best for me if you make an appointment.



**GENERAL COURSE PURPOSE:** This course provides students with an opportunity to acquire fundamental knowledge of the principles of living systems and their applications to everyday life. The course is designed for both science and non-science majors. The course may serve as a prerequisite for advanced biology courses, a laboratory science graduation requirement, or as transfer credit for a four-year institution. This course focuses on anatomy and physiology of humans and other animals, and covers some ecological topics and basic plant biology.

**TEXTBOOK:** Urry et al., (2016). Biology in focus. Any of the major college level biology textbooks will be fine. If you use a different one, you'll have to look up the content.

**LAB MANUAL:** General Biology 2 Laboratory Manual. Compiled by Izanne Zorin. ISBN 978-1-68135-453-8

**COMPETENCIES:** BIO 101 is a prerequisite for BIO 102. Bio 102 may be taken without bio 101 with instructor approval. The student should be able to read and express him/herself both orally and in writing on a college freshman level as measured by a college English competency examination (ENG III or permission of instructor).

**EVALUATION:** The lecture component of this course (totaling 70% of your final grade) will be based on 5 in-class exams (100 points each, though I may adjust this slightly to accommodate new questions broached in class). Exams consist of multiple choice and short answer questions, except the final exam: The final exam will have two comprehensive essay questions. Don't worry though, you'll know exactly what the questions are well before the exam. Scantrons and pencils are required for in-class exams. Lecture attendance is mandatory, and is graded (5 points per lecture if you arrive on time). Your lecture grade = points received/points possible x 100. Your lab grade = points received/points possible x 100. Your overall course grade (0.7 x Lecture %) + (0.3 x Lab %). There are no make-up exams. Be on time to class. I will lock the door when the exam begins. Do not knock if you are late. There are no make-up exams and I do not go over exams during lecture. Please make an appointment to see me during office hours and I will go over exams with you.

**STUDENTS WITH SPECIAL NEEDS:** Students with physical disabilities who may require accommodations are encouraged to contact the college center for students with disabilities. Students with learning disabilities should contact [disability services](#). I cannot make accommodations unless I'm presented with the appropriate accommodations form.

**PLAGIARISM, ACADEMIC HONESTY AND CONDUCT:** At Northern Virginia Community College, we expect the highest standards of academic honesty. Academic dishonesty is prohibited in accordance with the Student Conduct, Rights and Responsibilities described in the [student handbook](#). NVCC's policies prohibits cheating on examinations, unauthorized access to examinations or course materials, plagiarism and other proscribed activities. Students that violate plagiarism and academic honesty codes will receive a failing grade and will be expelled from this course. If a student behaves in a hostile or disruptive manner, or presents any indication that he/she is a harm to themselves or others, a formal request for assistance to NOVACARES will be submitted, and the police may be contacted.

**CANCELLATION DAYS:** In the event of class/lab cancellation, we will resume where we left off during the next meeting. For example, if we were to have an exam scheduled on September 1, and it snowed, the exam would take place on our next scheduled meeting on September 7<sup>th</sup>.

**IMPORTANT DATES, AUDIT POLICY AND INCOMPLETES:** For critical dates regarding refunds, withdraw, holidays, etc. click [here](#). Auditing this course requires instructor permission. Incompletes are only granted if the student's circumstances are dire (e.g. health issues, family issues, documented work conflict). Incompletes will only be granted if students have completed all lab assignments and 4 exams.

Incompletes must be approved by the division dean and provost. Health claims must be documented by medical professionals. Final exam times are different than your normal class meeting time. They are posted below. Spring break is March 9<sup>th</sup>- the 15<sup>th</sup>.

**EXTENSION (INCOMPLETES):** I will not grant any student an extension unless there are serious and uncontrollable circumstances that prevent the student from completing the work. Falling behind in the work because you get busy juggling work, life and various other "normal" activities is not justification for an extension. Also, in order for an extension to be granted, you must have completed all labs and all but one of your exams. My Dean has to approve these extensions. Unless your requests meet the aforementioned criteria, your request will invariably be denied.

**HOW TO SUBMIT ASSIGNMENTS (APPLIES ESPECIALLY TO LAB):** To submit assignments in blackboard, scroll to the bottom of the page and click on the, "submit assignments here" tab. Attach the appropriate file and click, "submit". If for some reason you encounter problems, please contact me and we will figure out the problem together.

**COMMENTS ON SUBMITTING WORK (APPLIES ESPECIALLY TO LAB):** Your work must (1) be free of common spelling errors and typos, and (2) contain one font only, please be consistent. If you cut and paste, clean it up before submitting. Use Times New Roman or similar font. Use only one color, black. When submitting work please label it as the following (as an attachment, use caps lock): LAST NAME\_ASSIGNMENT\_DATE. You do not need to put your section since you are submitting via Blackboard. All papers and presentations are to be proofed before you submit to me. I will not accept papers that have not been first proofed by the writing center staff. They will provide you with verification that you were there. For assistance with writing contact staff at academic center for reading and writing:

1. Bisdorf room AA 229; 02703-575-4709
2. writinghelp@nvcc.edu
3. [Writing Center Website](http://www.nvcc.edu/alexandria/writing/) (http://www.nvcc.edu/alexandria/writing/)

**EMAILS AND DISCUSSION BOARD:** Please use proper English when composing emails and posting discussions. Please keep writing somewhat formal, free of slang and as grammatically correct as possible. Please address me in the emails as Dr. or Professor Tupper, not as "hey." I will reply to your emails within 48 business hours from its sent time. There are times when I miss an email, or it gets sent to my junkbox. If you do not hear from me within 48 business hours, please just email me again. That said, I may not reply to your emails unless you ask me a specific question. You don't have to email me if you are going to be late to class, or if you are going to miss a class, or if you have missed class. Please do not email me asking for any logistics/instructions that I have explained in a previous class that you did not attend. For those types of questions, please use the discussion board, or ask your classmates. Additionally, please do not email me asking for extensions or to make up labs on your own time. However, please email me if you have questions about the course content or if you want to set up a time to meet and discuss some of the course content. I am more than happy to help you learn the material. Also, please email me if there are serious circumstances that are beyond your control that may need my attention (i.e. health or job related issues or conflicts that may result in a missed exam or prolonged absence from class). Again, the majority of smaller and less serious questions can be answered by emailing a classmate, or by using the discussion board.

**INTRODUCTORY LETTER, GENERAL COMMENTS ON SUCCESS IN THIS COURSE, AND MISCELLANEOUS RULES:** Please write a brief statement and include something semi-personal about yourself, (e.g. a couple of hobbies/sports/major etc; it's optional). Also let us know where (if) you work and how many hours you work per week. I am sure your classmates (myself as well) are interested to know a little about you. Also include your name, and what you preferred to be called. Post this on the discussion board during the first week of the class, and in the gradebook for 5 extra credit points. Try to make your intro statement around 100 words. Doing well in this course requires a substantial commitment. You need to set aside quite a bit of time for reviewing lecture notes, reading, and studying after and before every lecture. A few last comments: please make use of the discussion board and become friendly with other students in the class. It helps calm anxieties about the course if you have some peer support. Be on time to class. I will lock the door 10 minutes after the start of lecture and will not open the door until we break (unless I see you). So give yourself plenty of time to get to class. We all live in the DC metro area and understand that there is always traffic. Please do not knock while I am lecturing. I'll see you and let you in when there is a natural pause in lecture. Use of any type of cell phone/tablet/computer is prohibited during lecture unless you have my permission; think of it as a break from the devices. Recording devices are not allowed for note taking purposes without my permission. I'd prefer that you take notes via pen and paper. For most people, seeing information, hearing information, and physically writing information is superior to computer use when it comes to getting the information into your short-term memory. So, get a notebook, and be prepared to write. Biology 102 lab includes dissection. Although the animals are not living, they lost their life so that we could learn. Handling the animals in a disrespectful and unprofessional manner will not be tolerated. If you are caught using the animals for anything other than dissection, you will be removed from the course and receive a failing grade.

### TENTATIVE LECTURE SCHEDULE\*

\*Please note that we may deviate from this schedule. Sometimes we move quickly through the material, other times not. I will notify you one week ahead of time for each exam. Your lab schedule/syllabus can be found [here](#) and will be posted in your biology lab blackboard site.

#### PART 1: COMMUNICATION

- Intro material & nervous system (Ch 37)—1/17
- Sensory perception (Ch 38)—1/24
- **Exam 1—1/31** Lecture follows
- Endocrine system (Ch 32) (See also animal Reproduction [Ch 36])—2/7
- **Exam 2—2/14** Lecture follows

#### PART 2: MOVEMENT, SUPPORT, INTERNAL TRANSPORT AND DEFENSE

- Integument, skeletal and muscular systems (Ch 39)—2/21
- Circulatory, respiratory and immune systems (Ch 34 & 35)—2/28
- **Exam 3—3/7** Lecture follows

#### PART 3: INTAKE, PROCESSING, ELIMINATION, AND REPRODUCTION

- Nutrition and digestion (Ch 33)—3/21
- Temp regulation, excretion, osmoregulation (Ch 32)—3/28
- Reproduction (Ch 36)—4/4
- **Exam 4—4/11** Lecture follows

#### PART 4: ECOLOGY, CONSERVATION AND PLANT BIOLOGY

- Intro to plant biology (selected material from chapters 29, 30 & 31)—4/18
- Ecology & conservation (selected material from chapters 40-43)—4/25
- Ecology/conservation/plant bio (see above chapters)—5/2
- **Exam 5—5/9 at 8am**

